

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Special Events Coordinator
- Revision Date: 4/08
EEO Category: Admin. Support
Status: Non-exempt
Control No: 30600

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Community Events Director, coordinate events and logistical needs for Community Events, the Sandy City Amphitheater and the Sandy Arts Guild.

III. Essential Duties

Community Events

- Assist the Community Events Director in planning and executing all community events.
- Take the lead in managing specific assigned events which may include Balloon Festival, Heritage Festival and/or Fourth of July Celebration.
- Work with Talent Coordinator to fulfill the needs of any entertainment or performers required for community events.
- Coordinate the technical needs of events including administering contracts, purchasing materials, obtaining permits, arranging security and parking, and soliciting vendors and sponsors.
- Work closely with Parks and Recreation personnel to coordinate event needs.
- Work with Sandy City Police to coordinate security needs.
- Work closely with other agencies and citizen groups to coordinate events.

Sandy City Amphitheater

- Communicate and coordinate with Talent Coordinator regarding the needs of performing artists and/or their managers, i.e. ground transportation, hospitality, merchandising etc., while at the Amphitheater.
- Adminster contracts and Amphitheater rental agreements.
- Work closely with the Stage Manager and House Manager to coordinate events.
- Work with Sandy City Police to coordinate security needs.

Arts Guild

- Work with Arts Guild Producer to fulfill the needs of any entertainment or performers required for Sandy Arts Guild.
- Work closely with Sandy Arts Guild Board and Production Committees to coordinate events.
- Work with Sandy City Police to coordinate security needs.

IV. Marginal Duties:

- Help develop new events as necessary to promote community spirit.
- Perform other duties as assigned.

V. Qualifications

Education: Bachelor's degree in a related field required.

Experience: One year related experience in event planning or operations required. May substitute year for year any equivalent combination of experience and education.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

License: Must possess a valid Driver's License.

Knowledge of: Theatrical, large-scale community and musical event needs; understanding of concert touring is a plus; City and Department policies and procedures; management, budgeting, planning and problem solving techniques; computer equipment and software, including word processing and spreadsheets.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; responsible to keep all events running smoothly without surprises and problems to the best extent possible; planning and organizing events.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs requiring tact and judgement avoid friction; ability to cooperate with and influence others to obtain desired result; regular and frequent contact with the Arts Guild, performers, sponsors, community groups and persons of high rank; requires well developed sense of strategy and timing; communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Frequent use of personal computer, printer, copier, telephone and email.

Analytical Ability: Must have the ability to coordinate and follow-through on multiple tasks; design, coordinate, and implement a variety of events; prioritize and manage time effectively; use independent judgement to resolve problems; establish and maintain effective working relationships with employees and the public; work well under pressure and impending deadlines.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to stand for long periods of time and some lifting may be required; up to 50lbs.

Work Environment: Employee will generally work in a comfortable office setting. The noise level in the work environment is usually moderate. Work is performed with moderate supervision; daytime and some evening, weekend, holiday and work from home is required; must dress and groom in a manner congruent with the image of Sandy City. Sometimes work is required in inclement weather.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: _____
PERSONNEL DEPT. APPROVED BY: _____

DATE: _____
DATE: _____